

## **JULY 14, 2022 – EMPIRE VILLAGE COUNCIL WORK SESSION**

The meeting was called to order at the Empire Township Hall and the Pledge of Allegiance was led by Chase at 7:00 p.m. Upon a roll call, Council members Bacon, Barr, Chase, Davis, Dye, Palmer and Rademacher were present. Clerk Smith was also present.

**CHANGES/ADDITIONS TO AGENDA** – Chase added office copier/printer under New Business. Barr requested the Community Planning Survey be tabled as no documentation was provided.

**ADOPTION OF AGENDA - Motion by Bacon, support by Barr to approve the agenda as amended. Upon a voice vote, MOTION PASSED.**

**PUBLIC COMMENTS ON AGENDA ITEMS** – Support for the Clean Water Grant sign and program was voiced. An invitation was extended to the Council and audience for the South Bar Lake Association annual meeting on July 23<sup>rd</sup> at 9 a.m. Speakers will include someone from Leelanau Clean Water, Dr. Grobbel, and President Davis.

**COMMUNICATIONS** – None.

**DEPARTMENT HEAD REPORTS** – None.

**COUNCIL MEMBER/COMMITTEE REPORTS** – None.

### **OLD BUSINESS**

**WATER RATES AND HOOKUP FEES** – Rademacher reviewed the recommendations from Gosling Czubak. Some discrepancies in the numbers used for arriving at the recommended rates were discussed. It was noted that audited financial numbers are utilized to meet the requirements for the formulas used. Incremental increases were discussed and there was consensus that the rates be reviewed annually or biannually. The recommendations in the Gosling Czubak memo regarding a benefit charge for hookups was reviewed. The potential future hookup numbers were discussed. It was noted that while these are a projection, they are not arbitrary and should be reviewed periodically. There was consensus to add this to the Regular Meeting Agenda to schedule a Public Hearing on both the rates and all hookup fees.

### **NEW BUSINESS**

**PERSONNEL POLICY** (legal review request) – Bacon reviewed the letter and quote from Ross Hamersley. It was noted that he had assisted the Village in a previous personnel issue and had been extremely helpful. The level of review required was discussed. It was suggested that a not to exceed amount be included in a motion regarding the contract. It was noted that a specialized legal review is required and utilizing a contract attorney was not a reflection on the Village Attorney. There was consensus that this be placed on the Regular meeting agenda for a vote.

**CLARIFICATION OF MEETING PROCEDURE AND RULES OF PROCEDURE** – There was a general discussion of the memo provided in the packet that suggested a method for using the Consent Agenda. The ROP section regarding Communications was reviewed. Department Head reports can be noted as received rather than read aloud. It was suggested that the MML e-book

titled Meetings: Agendas and Minutes be reviewed. It was noted that all communications should be sent to the Clerk so they can be shared with the entire Council. There was consensus that the use of a Consent Agenda be continued.

LEELANAU CLEAN WATER GRANT MATERIALS – The Village was one of many sign recipients per a grant. It is an educational tool but being able to clean a boat before exiting an inland lake was discussed. There was consensus that the sign be erected, and installation of a cleaning station be considered in the future.

OUTLET MAINTENANCE RESPONSIBILITY – Discussion included questions that have surfaced since the reassignment of the easements was approved. Davis questioned whether he should sign that agreement before a cooperative maintenance agreement is in place, whether Village assets would be protected should the location shift, and whether DPW staff or independent contractors should be utilized. He suggested sending a letter to Drain Commissioner that details all the concerns. He will sign the resolution but would like to inform the Drain Commissioner of the questions that have since arisen. There was consensus in support of sending a letter, along with the easement reassignment resolution, and informing the Drain Commissioner that the Village does not wish to use their staff in maintaining the outlet. A comment was made that if there is an emergency at the outlet, a contact number is needed. Concern was expressed that the Drain Commissioner is often too busy and is difficult to reach. Residents would like a contact that is as dependable as the Village DPW has been for many years.

OFFICE COPIER/PRINTER – **Motion by Chase, support by Bacon to approve the purchase of the Copier/Printer per the quote from Great Lakes Business Systems for \$3759.93 and the proposed Maintenance Agreement. ROLL CALL: Ayes: Bacon, Barr, Chase, Davis, Dye, Palmer, Rademacher. Nays: None. MOTION PASSED.**

**PUBLIC COMMENT** – None.

**COUNCIL MEMBER COMMENT** – Interest was expressed in adding the Community Survey to the next work session with documentation. “Perfection is the enemy of good process” was quoted and that our mistakes as humans should not inhibit progress. It was noted that the deadline for submitting Village Officer petitions is July 26<sup>th</sup>.

**ADJOURNMENT** at 8:23 p.m.

Derith Smith Empire Village Clerk

*These minutes were approved at the July 26, 2022, Regular Council meeting.*